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AUTHORITIES AND RESPONSIBILITIES

*Designated to exercise the authorities of the "Executive of the Agency" conferred by section 3(b) of the CIA Act.

DDS is responsible for overall support of all intelligence, operational, and related activities. He will direct and coordinate the activities of the Offices of Medical Services, Communications, Logistics, Personnel, Security, Training, and Finance and the Special Support Assistant, Deputy Director for Support.

*Agency regulatory issuances published under the approval of the DDS for headquarters issuances.

Responsible for the administration of the Agency regulatory issuances.

Security violations within the jurisdiction of the Support Directorate, responsibility.

Direct the activities of the Security Officers under the jurisdiction of the Support Directorate to ensure the effective performance of their prescribed duties.

Request for the provisional clearance of an applicant for a position in grade GS-7 or above within the jurisdiction of the Support Directorate.

"Q" clearance within the jurisdiction of the Support Directorate, responsibility.

Secrecy agreements within the jurisdiction of the Support Directorate, responsibility.

Approval or disapproval of a request for unofficial public appearances and publications within the jurisdiction of the Support Directorate.

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AUTHORITIES AND RESPONSIBILITIES

Liaison contacts within the jurisdiction of the Support Directorate, responsibility.

Risk of capture areas, approval of the assignment of personnel within the jurisdiction of the Support Directorate.

Unjustified requests for approval of storage equipment and structures will be forwarded for approval or disapproval.

Control of personnel files within the jurisdiction of the Support Directorate, responsibility.

Control of AEC "Restricted Data" within the jurisdiction of the Support Directorate, responsibility.

Firearms for research or other special purposes in CONUS within the jurisdiction of the Support Directorate.

Emergency planning for the Support Directorate.

Code designations, maintaining records of, assigned or required by the Support Directorate.

Waiver of medical requirements within the jurisdiction of the Support Directorate.

Immunization costs, may approve excess costs within the jurisdiction of the Support Directorate.

Training of employees within the jurisdiction of the Support Directorate.

Training standards for entrance-on-duty training within the Support Directorate.

Language Development Program, within the jurisdiction of the Support Directorate.

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AUTHORITIES AND RESPONSIBILITIES

Language Incentive Program within the jurisdiction of the Support Directorate, responsibility.

Junior Officer Training Program, responsibility.

Training at non-CIA facilities within the jurisdiction of the Support Directorate.

*Waiver of the Continued Service Agreement.

Requests for Agency officials as guest speakers within the jurisdiction of the Support Directorate, responsibility.

Categories of personnel selection for career service, within the jurisdiction of the Support Directorate, responsibility.

Head of Support Career Service.

Establish a Career Board within the jurisdiction of the Support Directorate.

Ensuring that the policy of the Equal Employment Opportunity Policy is enforced as Head of the Support Career Service.

Ensuring that the rules of conduct and discipline are followed within the jurisdiction of the Support Directorate.

Conflicts of interest within the jurisdiction of the Support Directorate, responsibility.

Reporting employment and financial interests, within the jurisdiction of the Support Directorate, responsibility.

Reporting acceptance of gifts and decorations, review of each report within the jurisdiction of the Support Directorate.

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AUTHORITIES AND RESPONSIBILITIES

Marriage of employees to aliens, within the jurisdiction of the Support Directorate, responsibility.

Organization and Manpower Controls, responsibility.

Requests for exceptions to average position grade within the jurisdiction of the Support Directorate, responsibility.

*Oath of office.

Special considerations in hiring or using the services of certain individuals including the extensive or renewal of an appointment or contract within the jurisdiction of the Support Directorate.

Employment of members and former members of the Peace Corps within the jurisdiction of the Support Directorate.

Personnel Mobilization Planning within the jurisdiction of the Support Directorate.

Assignment policy, responsibilities.

Non-standard tours of duty of longer or shorter duration than 24 months within the jurisdiction of the Support Directorate, responsibility.

Return prior to end tour of duty within the jurisdiction of the Support Directorate, responsibility.

Competitive promotion within the jurisdiction of the Support Directorate, responsibility.

Requests for personnel actions affecting supergrades within the jurisdiction of the Support Directorate.

Management of specially qualified scientific personnel within the jurisdiction of the Support Directorate.

Separation of surplus personnel within the jurisdiction of the Support Directorate.

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AUTHORITIES AND RESPONSIBILITIES

Involuntary separations under the jurisdiction of the Support Directorate, responsibility.

*Hours of Work - Approval of work schedules.

Prior approval of regularly scheduled overtime within the jurisdiction of the Support Directorate.

Payment of annual premium pay concurrence of DDS within the jurisdiction of the Support Directorate.

Overtime payment or compensatory time for GS-12 through GS-14, concurrence of DDS within the jurisdiction of the Support Directorate.

*Requests for exceptions for hours spent as students in Agency-sponsored training activities to be considered as work hours for purposes of overtime compensation, holiday pay, night differential, or Sunday premium pay.

Home leave point designation, concurrence of DDS within the jurisdiction of the Support Directorate.

Head of Support Career Service will approve certain kinds of leave, responsibility.

Quality step increase, concurrence of the Head of Support Career Service, responsibility.

Covert income, if there is a case of dissent by any member of the board on policy and substantive procedures or upon individual cases the matter must be referred to the DDS for resolutions.

Covert income, an income tax credit established by the board and approved by DDS.

Honor and Merit Awards Board appoints a member to represent the Support Directorate.

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AUTHORITIES AND RESPONSIBILITIES

Certificate of Merit, approval for the recommendation for the award within the jurisdiction of the Support Directorate.

Exceptional Service Medallion, within the jurisdiction of the Support Directorate, responsibility.

Certificate of Exceptional Service, within the jurisdiction of the Support Directorate, responsibility.

Suggestion Awards Committee, appoints a member and one alternate to represent the Support Directorate.

If the Suggestion Awards Committee does not come up with an unanimous decision for granting a suggestion or invention award the issue will be referred to DDS for determination.

Suggestion and Invention Awards - may authorize awards in excess of \$300 up to and including \$1,000.

Public service awards nomination, within the jurisdiction of the Support Directorate.

Agency flag, request for, and the intended use of the flag within the jurisdiction of the Support Directorate.

Civil Service Retirement System, within the jurisdiction of the Support Directorate, responsibility.

CIA Patents Board, appointment of the chairman.

*Designation of hardship posts.

Designation of a relief area for each hardship post.

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AUTHORITIES AND RESPONSIBILITIES

Rest and Recuperation Program, responsible for annual review.

Family visitation, designates areas or posts, in coordination with Deputy Director for Operations to which the family visitation applies.

Emergency visitation travel, ordinarily only one member of a family may travel at Government expense, exceptions in unusual circumstances may be approved within the jurisdiction of the Support Directorate, responsibility.

Casualty planning for certain activities within the jurisdiction of the Support Directorate, responsibility.

CIA Retirement Board, appointment of senior officials to represent the Support Directorate.

CIA Retirement participants, within the jurisdiction of the Support Directorate, responsibility.

Formal civilian clothing to detailed military personnel, may authorize reimbursement for, within the jurisdiction of the Support Directorate

Consultants, need for, within the jurisdiction of the Support Directorate, responsibility.

Contract Personnel, management of, within the jurisdiction of the Support Directorate, responsibility.

*Designate Contract Approving Officers to approve contracts when payment is to be charged against contracts with contract personnel within the jurisdiction of the Support Directorate.

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AUTHORITIES AND RESPONSIBILITIES

Personnel records and reports within the jurisdiction of the Support Directorate, responsibility.

*Travel expenses for appointees.

Travel, including per diem, for dependents accompanying the employee during periods of authorized TDY while en route on PCS or home leave order to or from a post abroad within the jurisdiction of the Support Directorate.

TDY travel to, from, or between points abroad for one member of the family of a senior official accompanying the official for representation purposes within the jurisdiction of the Support Directorate.

*The Deputy Director for Support may approve or authorize any emergency, unusual, or additional payment and waive time limitations when necessary or expedient.

Permanent Place of Residence, within the jurisdiction of the Support Directorate, responsibility.

Payment of travel expenses from Government funds, within the jurisdiction of the Support Directorate.

Authorize, approve, and amend travel orders for personnel within the jurisdiction of the Support Directorate.

Travel performance within the jurisdiction of the Support Directorate.

Actual subsistence - may authorize or approve reimbursement to employees within the jurisdiction of the Support Directorate for the actual subsistence expenses of specific travel assignments when because of unusual circumstances the maximum per diem is inadequate.

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TDY for a continuous period exceeding 180 days at a particular location within the jurisdiction of the Support Directorate.

Approval for per diem for periods of TDY in excess of ten-workdays at headquarters before home leave within the jurisdiction of the Support Directorate.

Taxicabs, use of, within the jurisdiction of the Support Directorate, responsibility.

Use of first-class air accommodations within the jurisdiction of the Support Directorate, responsibility.

Use of foreign airlines, within the jurisdiction of the Support Directorate, responsibility.

*Maximum mileage rates inadequate to meet operational and security requirements peculiar to the Agency, DDS may prescribe higher rates for specified areas abroad.

Advance return of dependents, within the jurisdiction of the Support Directorate, responsibility.

Additional allowance for shipment of effects due to representational responsibilities, within the jurisdiction of the Support Directorate.

Storage of effects, within the jurisdiction of the Support Directorate, responsibility.

Nontemporary storage of motor vehicles, responsibility.

Shipment of a replacement vehicle, responsibility.

*Waiver of time limits within the jurisdiction of the Support Directorate.

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AUTHORITIES AND RESPONSIBILITIES

Agency-owned or-controlled aircraft, authorize travel of employees and their dependents within the jurisdiction of the Support Directorate.

Travel Policy Committee, designation of the chairman, responsibility.

Temporary lodging - determining a house or apartment is temporary lodging, within the jurisdiction of the Support Directorate.

Payments during evacuation, responsibility.

Home service transfer allowance, within the jurisdiction of the Support Directorate.

Special allowances or comparable emoluments, within the jurisdiction of the Support Directorate, responsibility.

Representation allowances, within the jurisdiction of the Support Directorate, responsibility.

Letters of Authorization - representation allowances within the jurisdiction of the Support Directorate, responsibility.

Clothing allowances, within the jurisdiction of the Support Directorate, responsibility.

Transportation allowances - authorization of a higher amount at stations or bases where, because of unusually high costs exists.

Administrative allowances, responsibility.

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AUTHORITIES AND RESPONSIBILITIES

Misuse of Government funds, within the jurisdiction of the Support Directorate, responsibility.

Monetary Division Cashiers, responsibility.

Travel, training, operational, hospitalization and emergency advances, within the jurisdiction of the Support Directorate, responsibility.

Unusual functions of this Agency if the expenditure involved does not exceed \$2,500, DDS will take final action.

Documentation, approval and financial certification of financial transaction involving all funds made available to the Agency by appropriation, by transfer from other establishments or entities, or by other means within the jurisdiction of the Support Directorate, responsibility.

*Settlement of accounts for amounts over \$1,000 through \$5,000.

Subsistence expenses incident to attendance at meetings of professional, technical, scientific, and similar organizations, within the jurisdiction of the Support Directorate, responsibility.

Profits of self-sustaining activities reported in an annual fiscal year report determined by the DDS as being excess, responsibility.

*Personnel service and recreational activities, responsibility.

Erroneous payment of pay-waiver a claim in an amount aggregating more than \$500 but not in excess of \$5,000.

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Audit of Agency activities, within the jurisdiction of the Support Directorate, responsibility.

Executive furniture and furnishings, responsibility.

Consolidated table of vehicular allowances (CTVA) optional items not included, controlled items must be approved, within the jurisdiction of the Support Directorate.

Table of vehicular allowances (TVA), project vehicles, within the jurisdiction of the Support Directorate, responsibility.

Disposal of Agency motor vehicles, within the jurisdiction of the Support Directorate, responsibility.

Motor pool service, within the jurisdiction of the Support Directorate.

Home-to-work use of vehicles.

Headquarters Board of Survey - when there is a dissenting vote by any member of the board or the amount exceeds \$3,500, the case will be referred to DDS for final action.

Settlement of claims for property damage and loss - Findings and recommendations on claims in excess of \$3,500 will be submitted to the Deputy Director for Support, who will take final action up to the \$6,500 statutory limitation for such claims.

Classified contract security, within the jurisdiction of the Support Directorate, responsibility.

Building alterations which exceeds \$5,000 must have the approval of DDS.

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AUTHORITIES AND RESPONSIBILITIES

Printing and reproduction, within the jurisdiction of the Support Directorate, responsibility.

Real estate, design, utilities services, and construction, within the jurisdiction of the Support Directorate, responsibility.

Long distance overseas calls, within the jurisdiction of the Support Directorate, responsibility.

Reporting excess real property, within the jurisdiction of the Support Directorate, responsibility.

Accountability of all real property owned, leased, or otherwise acquired, controlled, or occupied by the Agency or its activities, within the jurisdiction of the Support Directorate.

Domestic safehouses, within the jurisdiction of the Support Directorate, responsibility.

Alien affairs, within the jurisdiction of the Support Directorate, responsibility.

[redacted] within the jurisdiction of the Support Directorate, responsibility.

On-call official for critical intelligence.

NSC matters, designation of a staff officer to serve as a focal point for handling NSC matters within the Support Directorate.

Staffing of USIB matters within CIA, within the jurisdiction of the Support Directorate, responsibility.

Acquisition of nuclear materials or information, within the jurisdiction of the Support Directorate, responsibility.

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AUTHORITIES AND RESPONSIBILITIES

External research projects, within the jurisdiction of the Support Directorate.

Release of classified defense information to foreign government, within the jurisdiction of the Support Directorate, responsibility.

Interagency liaison, within the jurisdiction of the Support Directorate, responsibility.

Records administration, within the jurisdiction of the Support Directorate, responsibility.

Authority to release cables, within the jurisdiction of the Support Directorate.

Sensitivity indicators, within the jurisdiction of the Support Directorate, responsibility.

Unclassified telegrams, within the jurisdiction of the Support Directorate, responsibility.

Special indicator dispatches, within the jurisdiction of the Support Directorate, responsibility.

Operating budget, within the jurisdiction of the Support Directorate, responsibility.

Approval of administrative plans, liquidative plans, and fiscal annexes.

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